

25 January 1983

MEMORANDUM FOR: President, Employee Activity Association

STAT
FROM: [REDACTED]
Assistant to the Executive Officer,
Employee Activity Association

SUBJECT: Purchase of Calculator for EAA

Request your approval to purchase an additional calculator to be used in the EAA bookkeeping office. It is estimated that this will cost approximately \$150.

[REDACTED]

STAT

APPROVED:

STAT
[REDACTED]
STAT [REDACTED] President, EAA

26 JAN 1983

Date

P&PD PRINTING REQUISITION

ROOM 1 Approved For Release 2005/08/03
Extension 5593 (BLACK)

SEE INSTRUCTIONS ON REVERSE SIDE

CLASSIFICATION : CIA-RDP85-00375R000300120008-9

140-282-83

- Finished intelligence.
- Preparatory work in direct support of finished intelligence.
- Administrative, regulatory, instructional, or other support item. STAT
- Form (see box *) Other

CONTROL CHANNEL

CORRELATES WITH JOB NUMBER—

CONTROL NUMBER

SCHEDULED COMPLETION DATE

ASAP

THIS DATE

1 February 1983

DATE WORK REQUIRED

STAT

STAT

REQUESTER

ROYAL SIGNATURE

PLEASE INCLUDE SAMPLE WITH THIS ORDER

VISION BRANCH

4078

BSD/Personnel

FORM NUMBER

QUANTITY

ROOM NO. - BUILDING

LOGISTICS CONTROL NUMBER

5E 56, Headquarters

NO COPIES REQD

FINISHED SIZE

NO ITEMS SENT P&PD

DISPOSITION OF ORIGINALS
NEGATIVES OR MANUSCRIPT

DISTRIBUTION OF PRINTED MATERIAL

200

3 x 5 Card

RETURN TO REQUESTER

VIA MAIL & COURIER BRANCH

INCLUDING

MANUSCRIPT

DESTROY

PER FINISHED INSTRUCTIONS OR DISTRIBUTION LIST

NEGATIVES

POSITIVES

RETURN TO FILE (forms only)

CALL FOR PICK-UP

SPECIAL INSTRUCTIONS:

 Dylux Check Copy Required Before Printing

Please print the following on a 3x5" Card:

Thank you for shopping at the E.A.A. Store. We hope you enjoy your purchase. However, you are reminded that Agency regulations prohibit unauthorized cameras and/or photographic equipment and transmitting and/or recording equipment in Agency facilities. Please do not unwrap your camera or recording device while it remains on Agency premises. The item must be removed from the building by close of business today.

COMPOSITION		FOR MAP & GRAPHIC USE				PRESS		X	BINDERY	X
<input type="checkbox"/> ETECS		IMAGE SIZE	X	TOP	BOTTOM	ONE SIDE			ASSEMBLED	
TYPESET <input type="checkbox"/>		REDUCE AB TO AC	T			TWO SIDES			UNASSEMBLED	
TYPESCRIPT <input type="checkbox"/>		SAME	R	LEFT	RIGHT	HEAD TO HEAD			FASTENED	
<input type="checkbox"/> SCRIPT REEL NO.		OTHER	I			TUMBLEHEAD			PUNCHED	
		PLATE NO.	COLOR	NUMBER	SCREEN NO.	PAPER			PADDED	
						KIND	COLOR		PERFORATED	
						INK				
						COLOR	NUMBER			
DELIVERY TICKET	JOB NO.	DELIVERY TICKET		JOB NO.		DELIVERY TICKET	JOB NO.			
STAT										
NAME		NAME				NAME				
ROOM NO. & BLDG.		QUANTITY		ROOM NO. & BLDG.		QUANTITY		ROOM NO. & BLDG.		QUANTITY
5E56 Headquarters		200								